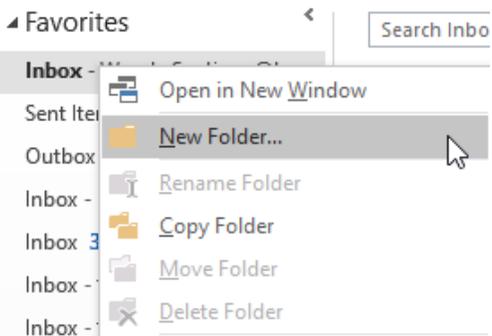
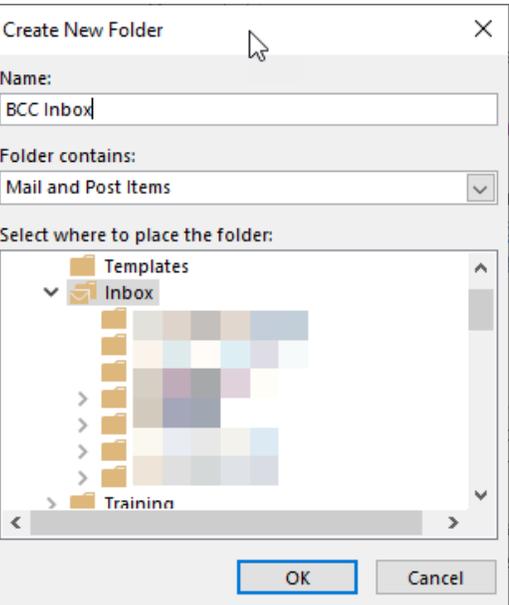
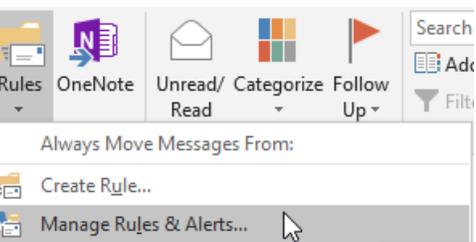
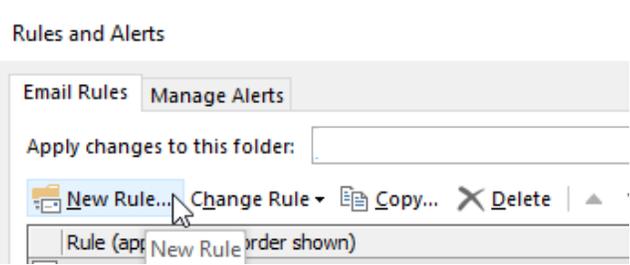


## Outlook – Set Up Rules for Multiple Email Addresses

If you have multiple CUNY email addresses due to multiple campus affiliations, the email transition to Microsoft 365 will merge all of your inboxes into one. If you would like to be able to view emails sent to your various email addresses separately, you can set up rules within Outlook to separate these emails into their own folders.

|   |  |
|---|--|
| <p>1. Open your Outlook desktop client.</p> <p>Create a subfolder in your Inbox folder for each of your email addresses by <b>right-clicking Inbox</b> and selecting <b>New Folder...</b></p> |    |
| <p>2. Type in the name for your folder.<br/><b>Example:</b> BCC Inbox</p>   |   |
| <p>3. Within the <b>Home</b> ribbon, click on the <b>Rules</b> dropdown menu and select <b>Manage Rules &amp; Alerts</b>.</p>   |  |
| <p>4. Click the <b>New Rule</b> button.</p>   |  |

5. Select **Apply rule on messages I receive** and click the **Next** button.

Start from a blank rule

Apply rule on messages I receive

Apply rule on messages I send

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives

Cancel < Back Next > Finish

6. Select the **checkbox** next to **send to people or public group** in the **Step 1** section of the Rules Wizard window.

a. Click on the **people** or **public group** link in the **Step 2** section of the Rules Wizard window.

b. Search for **your email address** that you are applying the rule to in the address book and double-click to select it. Click the **OK** button

Rules Wizard

Which condition(s) do you want to check?

Step 1: Select condition(s)

- from [people or public group](#)
- with [specific words](#) in the subject
- through the [specified](#) account
- sent only to me
- where my name is in the To box
- marked as [importance](#)
- marked as [sensitivity](#)
- flagged for [action](#)
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- sent to [people or public group](#)
- with [specific words](#) in the body
- with [specific words](#) in the subject or body
- with [specific words](#) in the message header
- with [specific words](#) in the recipient's address
- with [specific words](#) in the sender's address
- assigned to [category](#) category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives

sent to [people or public group](#)

Cancel < Back Next > Finish

7. The **Step 2** section should have your name in the description. Click the **Next** button to continue.

Step 2: Edit the rule description (click an underlined value)

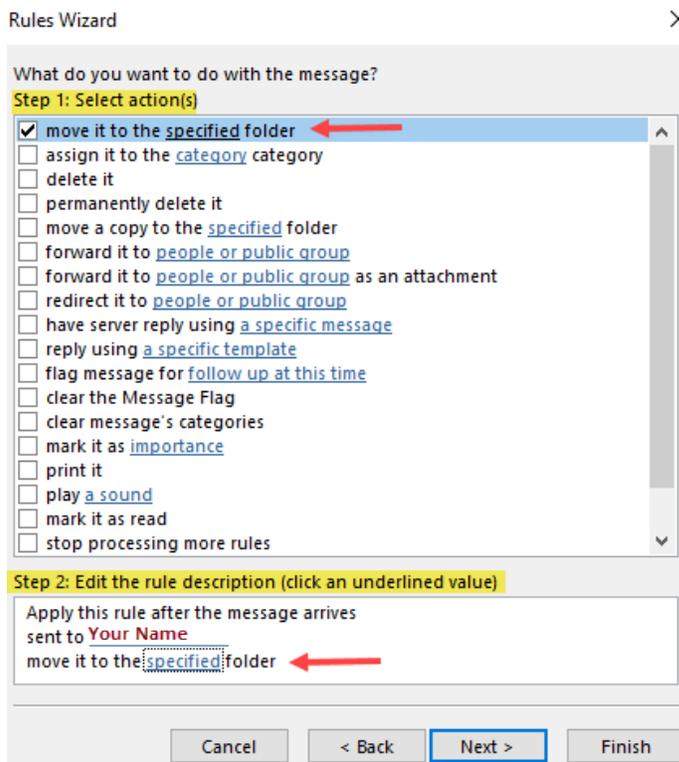
Apply this rule after the message arrives

sent to:Your Name

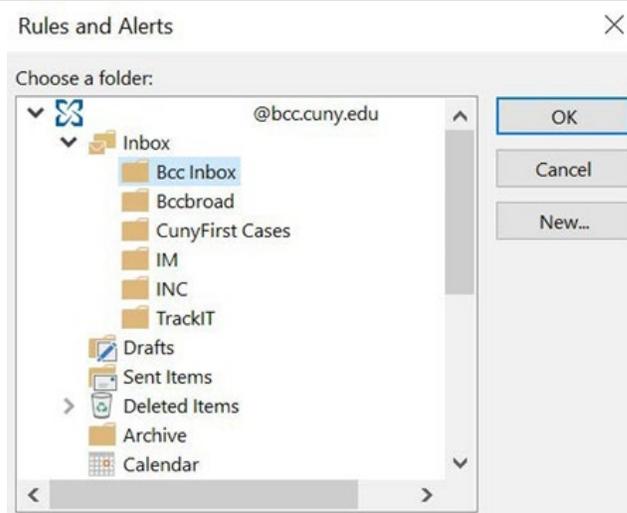
Cancel < Back Next > Finish

8. Select the **checkbox** next to **move it to the specified folder**.

a. Click the **specified** link in the **Step 2** section.



9. Select the subfolder you had created to contain items sent to this email address and click the **OK** button.



10. Review your rule description and click the **Finish** button.

